

Quicktime Step-by-Step Guide (requesting leave)

1. Log in to Quicktime at the following site: <https://qtime.nbc.gov/proweb/qtime1534/login>
The screen should look like this:



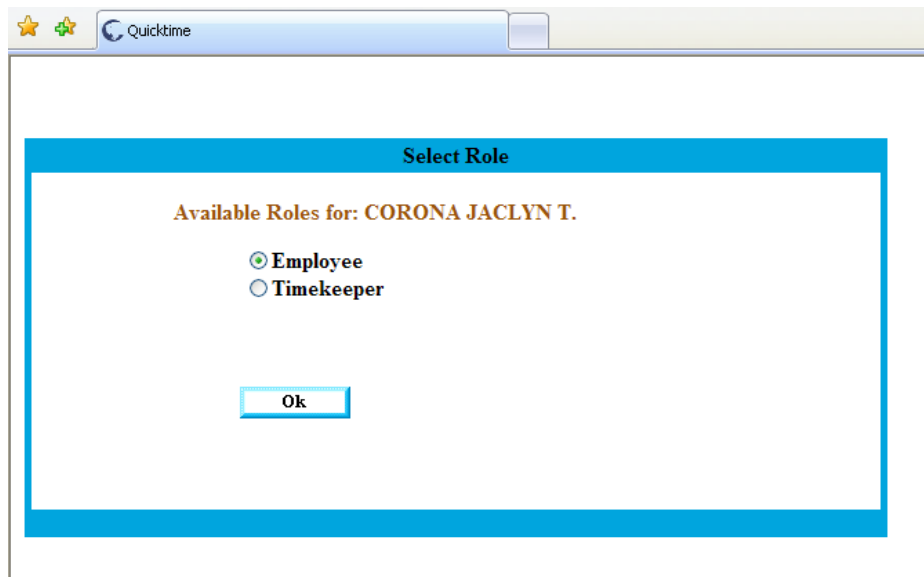
Click on LogIn

2. LogIn: The Username will be SOSXXX% where XXX are your initials and % is a number provided to you. Enter your username and password and click LogIn.



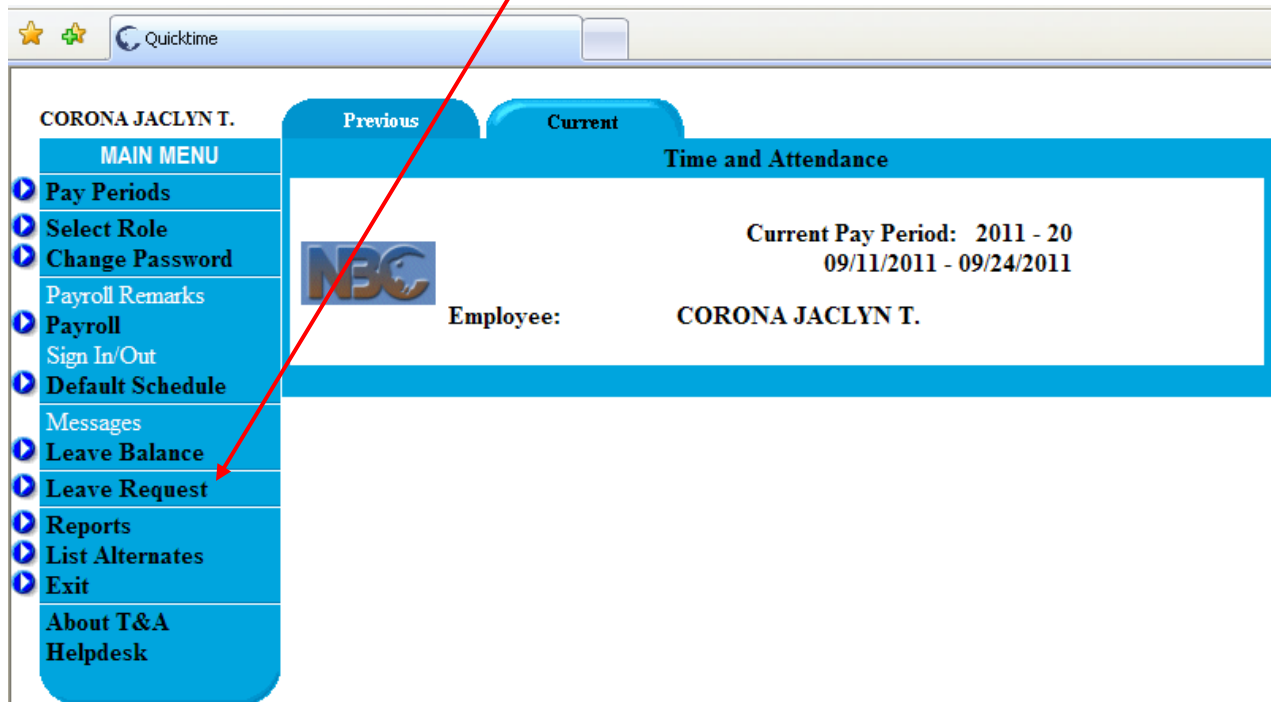
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3. If you are a timekeeper or certifying official you will have the option to choose either the Employee role or Timekeeper/Certifier role.



For the purposes of this guide you will be entering your own leave request, so please select the Employee role and click Ok.

4. On the main screen click on **Leave Request** on the left-hand menu.



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5. Though there are tabs for Previous, Current, and Future, you can enter a leave request for any date from the Current tab. On the Leave Request Summary page, click on **New**.

Quicktime

CORONA JACLYN T.

Previous Current Future

Leave Requests Summary

Current Pay Period: 2012 - 3
01/15/2012 - 01/28/2012

NBC CORONA JACLYN T.

Req#	Leave Type	Begin Date	Hours	Status
	New			

6. First you need to select the type of leave you are requesting by clicking on the **down arrow** next to Leave Type.

Quicktime

CORONA JACLYN T.

Submit Leave Request

Current Pay Period: 2012 - 3
01/15/2012 - 01/28/2012

NBC User: CORONA JACLYN T. Summary

Leave Type: [down arrow]

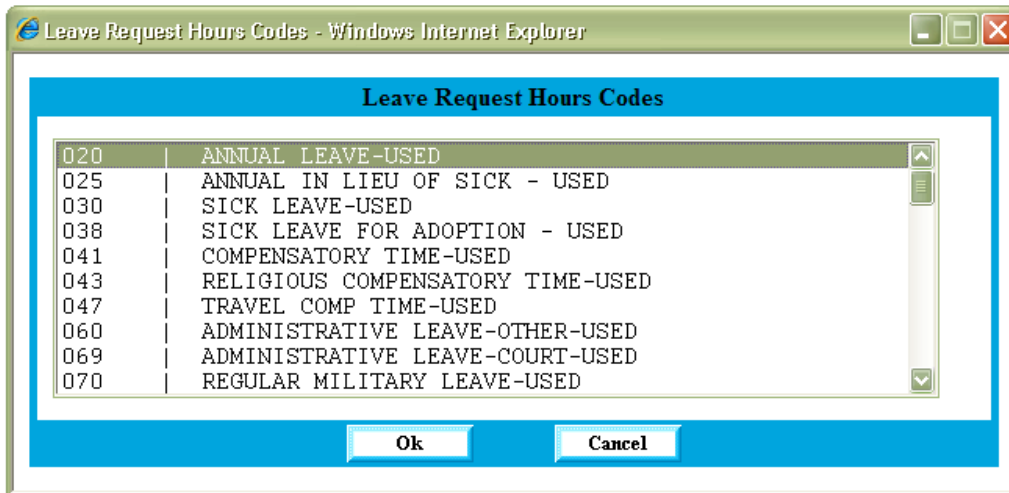
Begin Date: [] Begin Time: [] AM/PM: []
End Date: [] End Time: [] AM/PM: []
Total Hours: []

Date: 1/26/12 1:50 PM Status: New Request
Requestor: CORONA JACLYN T.
Remarks: []
Certifier: JOHNSON ROY A
Certifier Remark: []

Submit

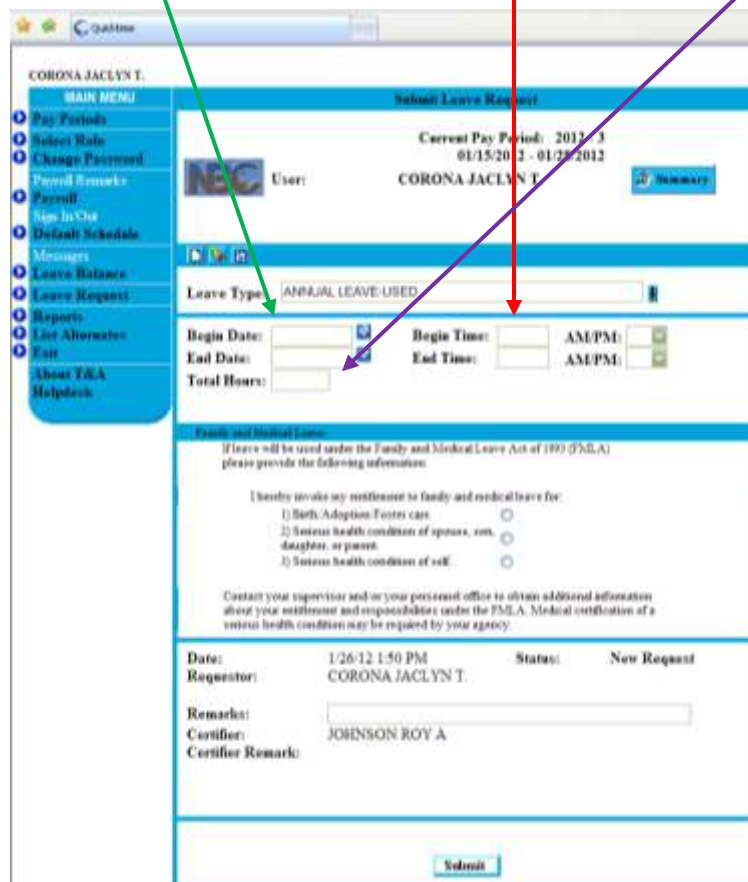
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7. When the pop-up box appears, choose the type of leave you would like to request and click Ok.



Code	Description
020	ANNUAL LEAVE-USED
025	ANNUAL IN LIEU OF SICK - USED
030	SICK LEAVE-USED
038	SICK LEAVE FOR ADOPTION - USED
041	COMPENSATORY TIME-USED
043	RELIGIOUS COMPENSATORY TIME-USED
047	TRAVEL COMP TIME-USED
060	ADMINISTRATIVE LEAVE-OTHER-USED
069	ADMINISTRATIVE LEAVE-COURT-USED
070	REGULAR MILITARY LEAVE-USED

8. Fill in the **beginning and end dates**, **beginning and end times**, and the **total number of hours** requested. Then click Submit.



Submit Leave Request

Current Pay Period: 2011 - 3
01/15/2012 - 01/23/2012

User: CORONA JACLYN T.

Leave Type: ANNUAL LEAVE-USED

Begin Date: End Date:

Begin Time: AM/PM: End Time: AM/PM:

Total Hours:

Family and Medical Leave:

If leave will be used under the Family and Medical Leave Act of 1993 (FMLA) please provide the following information:

I hereby declare my entitlement to family and medical leave for:

1) Birth, Adoption, Foster care: ☐
2) Serious health condition of spouse, son, daughter, or parent: ☐
3) Serious health condition of self: ☐

Contact your supervisor and/or your personnel office to obtain additional information about your entitlement and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Date: 1/26/12 1:50 PM Status: New Request
Requestor: CORONA JACLYN T.
Remarks:
Certifier: JOHNSON ROY A
Certifier Remark:

Submit

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9. On the Leave Request Daily Details screen, enter the number of hours requested for each day of leave. Then click Save.

CORONA JACLYN T.

Leave Request Daily Details

Current Pay Period: 2012 - 3
01/15/2012 - 01/28/2012

User: CORONA JACLYN T.

Summary Detail

Leave Request # 308856

Leave Type: 047 | TRAVEL COMP TIME-USED
Begin Date: 2/9/2012 End Date: 2/10/2012
Total Hours: 16:00 Status: Incomplete
Daily Hours: 00:00

Leave Request Daily Hours Detail:

Leave Date	Day of Week	Daily Hours
02/09/2012	THU	
02/10/2012	FRI	

SAVE

10. Quicktime then takes you back to the Leave Requests Summary page. Be sure to notify your supervisor via email that you have a leave request awaiting approval in Quicktime. The system does not notify anyone of pending requests.

CORONA JACLYN T.

Leave Requests Summary

Daily detail data for request number 308856 has been saved.

Current Pay Period: 2012 - 3
01/15/2012 - 01/28/2012

CORONA JACLYN T.

Req#	Leave Type	Begin Date	Hours	Status
308856	047 TRAVEL COMP TIME-USED	2/9/12 7:30 AM	16:00	Pending
New				

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11. If you need to cancel a leave request, do the following: Click on the **Request #**.

Quicktime

CORONA JACLYN T.

Previous Current Future

Leave Request Summary

Daily detail data for request number 308856 has been saved.

Current Pay Period: 2012 - 3
01/15/2012 - 01/28/2012

NBC CORONA JACLYN T.

Req#	Leave Type	Begin Date	Hours	Status
308856 047	TRAVEL COMP TIME-USED	2/9/12 7:30 AM	16:00	Pending
New				

12. Then select **Cancelled** from the drop down menu next to Status.

Quicktime

CORONA JACLYN T.

MAIN MENU

Pay Periods
Select Role
Change Password
Payroll Remarks
Payroll
Sign In/Out
Default Schedule
Messages
Leave Balance
Leave Request
Reports
List Alternates
Exit
About T&A
Helpdesk

Leave Request Detail

Current Pay Period: 2012 - 3
01/15/2012 - 01/28/2012

NBC User: CORONA JACLYN T. Summary

Leave Request # 308862

Leave Type: 047 TRAVEL COMP TIME-USED

Begin Date: 2/9/2012 Begin Time: 7:30 AM/PM: AM
End Date: 2/10/2012 End Time: 4:00 AM/PM: PM
Total Hours: 16:00
Daily Hours: 16:00

Date: 1/26/12 2:56 PM Status: Pending
Requestor: CORONA JACLYN T.
Remarks:
Certifier: JOHNSON ROY A
Certifier Remark:

Daily Detail
Submit

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13. The page automatically updates to a summary of the **cancelled** leave request. To return to the Leave Requests Summary page, click on **Summary**.

CORONA JACLYN T.

MAIN MENU

- Pay Periods
- Select Role
- Change Password
- Payroll Remarks
- Payroll
- Sign In/Out
- Default Schedule
- Messages
- Leave Balance
- Leave Request
- Reports
- List Alternates
- Exit
- About T&A
- Helpdesk

Leave Request Detail

Current Pay Period: 2012 - 3
01/15/2012 - 01/28/2012

User: CORONA JACLYN T. [Summary](#)

Leave Request # 308863

Leave Type: 047 | TRAVEL COMP TIME-USED

Begin Date: 2/9/2012 Begin Time: 7:30 AM
End Date: 2/10/2012 End Time: 4:00 PM
Total Hours: 16:00
Daily Hours: 16:00

Date: 1/26/12 3:02 PM Status: **Cancelled**
Requestor: CORONA JACLYN T. Date Cancelled: 1/26/12 3:02 PM
Cancelled by: CORONA JACLYN T.
Remarks: none
Certifier: JOHNSON ROY A
Certifier Remark:

[Daily Detail](#)

14. From this page you can **enter a new leave request** or use the left-hand menu to **enter your time** or **exit** the system.

CORONA JACLYN T.

MAIN MENU

- Pay Periods
- Select Role
- Change Password
- Payroll Remarks
- Payroll
- Sign In/Out
- Default Schedule
- Messages
- Leave Balance
- Leave Request
- Reports
- List Alternates
- Exit
- About T&A
- Helpdesk

Leave Requests Summary

Current Pay Period: 2012 - 3
01/15/2012 - 01/28/2012

CORONA JACLYN T.

Req	Leave Type	Begin Date	Hours	Status
New				